

## **You're Invited to COIN Training!**

**Registration May 9 - June 10**

**Training June 27 - July 20**

**The Compensation Board has used its SNIP system to receive your annual budget request in January and to reimburse your expenses each month for the past 12 years. In January of this year, the SNIP budget request system was replaced by the new COIN budget request system. In July, your monthly SNIP reimbursement and payroll processing system will be replaced by the new COIN reimbursement and payroll processing system.**

***In order to receive your monthly reimbursement from the Compensation Board, you must use this new system. You will see significant differences between the SNIP and new COIN systems, and training on the use of COIN is highly recommended.***

### **What to Expect**

- \* Each trainee will attend one full day of training (except Governing Bodies).
- \* Training will be hands-on at computer terminals.
- \* Each day will be devoted to one specific constitutional officer group. Sessions will be limited to staff from the offices of Sheriffs, Regional Jail Superintendents, Commonwealth's Attorneys, Treasurers, Commissioners of the Revenue, and Circuit Court Clerks.
- \* Half of the day will be devoted to ***Personnel Processing*** , and the other half to the ***Reimbursement*** system.
- \* Your trainers will be experienced Compensation Board staff, so they will understand your unique needs.

### **Who Should Attend**

- \* Each office is invited to send a maximum of two COIN users.
- \* This training is NOT for the Constitutional Officer, unless he/she does the Compensation Board monthly reimbursement request.
- \* This training is for staff members who currently do the monthly SNIP reimbursement request.

### **Details, Details, Details**

- \* You will be reimbursed in COIN for mileage per the State Travel Regulations, \$0.325 per mile for private vehicle mileage.
- \* We will provide lunch on the day of training.

\* Dress comfortably, and in layers - your training room is sure to be too hot or too cold!

\* Bring your COIN logon ID and password. If you have a keyfob, bring that.

[Click here to register](#)

[<http://www.scb.virginia.gov/registrationtraining/coin/pr/cointrain1.cfm>](http://www.scb.virginia.gov/registrationtraining/coin/pr/cointrain1.cfm)

*If you have any questions reference COIN Training, Please contact Pamela Bradley,* [pamela.bradley@scb.virginia.gov](mailto:pamela.bradley@scb.virginia.gov)

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